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MEMORANDUM FROM: Personnel Director
 TO : All Operating Offices
 SUBJECT : Military Personnel

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Considerable difficulty and duplication of effort have been experienced in procuring, clearing, and processing military personnel. The following procedure, established verbally in the past, is hereby officially announced and will be followed in the future.

PROCUREMENT: In order to make the assignment date of military personnel coincide as nearly as possible with their date of clearance, it will be necessary to request military personnel approximately two and one-half months prior to the date on which their services are desired. This will allow sufficient time to procure an individual from the Service and effect a security clearance. In the event that it is absolutely necessary to procure a military man before his clearance can be effected, it will be incumbent upon the requesting office to supply work of an unclassified nature, commensurate with rank, to keep the individual employed until he is cleared.

Recruitment requests will be prepared by the requesting source and submitted to the Military Personnel Division through the appropriate office; i.e., OSO, OPC, etc. Recruitment requests for military personnel will not be forwarded through Overt or Covert Personnel Divisions.

25X1A Information relative to procurement of military personnel can be obtained by calling the Procurement Office of the Military Personnel Division on Ext.

CLEARANCE AND PROCESSING: Upon receipt by the Military Personnel Division of an acceptable nomination, or upon a favorable statement by the Service of an individual's availability, Military Personnel Division will procure Personal History Statements and initiate security. At the same time they will notify the appropriate Civilian Personnel Division. All military clearances will be initiated by the Military Personnel Division. No clearances will be initiated until it is assured that the individual concerned is definitely going to be assigned to this Agency.

Concurrent with the submission of the Personal History Statements to Security by the Military Personnel Division, that Division will send to the requesting source the third copy of the Personal History Statement, and notify the requesting source to initiate the appropriate personnel action. Personnel actions will not be initiated by requesting offices until this notification is received from the military. All arrangements with security, including notification of clearances, requests for foreign connection letters, polygraph appointments, and other related matters will be handled by the Military Personnel Division, acting as liaison between the requesting source and the Inspection and Security Division.

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When military personnel are cleared, the Military Personnel Division will arrange for their credentials, notify the requesting office that the individual is ready for duty, and send the individual to the requesting office.

Information relative to clearance and processing of military personnel can be obtained by calling the Headquarters and Personnel Office of the Military Personnel Division on Ex [REDACTED]

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WILLIAM J. KELLY
Personnel Director

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